

**MONROE COUNTY PLANNING AND ENVIRONMENTAL RESOURCES**  
**REQUEST FOR RECORDS RESEARCH FOR AN EXEMPTION FROM**  
**THE RESIDENTIAL RATE OF GROWTH ORDINANCE (ROGO)**



Please send this completed ROGO EXEMPTION REQUEST FORM and supplemental materials to the office nearest to the property:

Marathon Building Department  
2798 Overseas Highway, Suite 400  
Marathon, FL 33050  
Attn: Planning Technician

-or-

Plantation Key Building Department  
88800 Overseas Highway  
Tavernier, FL 33070  
Attn: Planning Technician

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month / Day / Year

**Property Owner**

**Agent (if applicable)**

Name: \_\_\_\_\_

Agent Name / Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Legal Description of Property**

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Real Estate (RE) Number: \_\_\_\_\_ Year Built: \_\_\_\_\_

Street Address: \_\_\_\_\_

Key: \_\_\_\_\_ Mile Marker: \_\_\_\_\_

**Please list previous property owners' names:**

Unless you provide all of the previous owners' names, a complete permit search may not be possible.


**Please submit the following with this application:**

1. A Property Record Card and map of the property from the Monroe County Property Appraiser.
2. A current photograph of the residential unit(s).
3. A Monroe County permit or other official approval from the Division of Growth Management for the residential unit(s).
4. Letters or records from the electric and water utilities stating when service was initiated to the property and when service has been active.
5. A land survey or other illustration that shows the existing development on the property.

**Site Visit Consent:**

The property owner must allow Monroe County Planning staff access to the property. Unless the County has permitting records that clearly recognize the number of lawfully established dwellings on a property, no ROGO exemption letter shall be prepared without an on-site visit to inspect the applicable property.

**Research Fee:**

The applicant agrees to pay a \$50 per hour research fee. The fee is to be collected after the research has been concluded and prior to providing the applicant with a ROGO exemption letter.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**YOU WILL BE NOTIFIED WHEN YOUR REQUEST HAS BEEN PROCESSED.**  
**Arrangements in regards to payment and pick up will be made at the time of notification.**

**Criteria under which ROGO EXEMPTION REQUEST FORMS are reviewed:**

The following information is from Administrative Interpretation No: 03-108. This Administrative Interpretation was prepared with the Planning Commission to provide criteria for determining “lawfully-established” and consistency in determination of and awarding ROGO exemptions.

Section 9.5-120.4 of the Monroe County Code states that for development to not be affected by the requirements of obtaining a ROGO allocation, the residential unit must be *lawfully-established*. Therefore, a property owner will receive an exemption from the ROGO allocation system if his or her property meets the following criteria:

- *The residential unit(s) is lawfully-established*—there is a permit or other official approval from the Division of Growth Management for the unit(s).
- *The residential unit(s) is counted in ROGO and the 2010 Comprehensive Plan*—there is proof that the residential unit(s) was in existence and included in the April 1990 census. The census was used to determine the number of existing residential units and that is the basis for ROGO.

If a permit or other Division of Growth Management approval is not available, the following may be used to establish that the property was *lawfully-established*:

- Aerial photographs showing the existence of the dwelling unit prior to 1986—the date the Land Development Regulations and Land Use District maps were adopted; **and**
- A Monroe County Property Record Card showing the existence of the unit prior to 1986. After 1986, the permit records are considered complete and a permit is required to demonstrate that the unit was lawfully-established. The existence of the unit prior to 1986 is an indication of what the use of the structure was at that time; **and**
- Utility records for the period of 1986-1991 that show the use was being served. ROGO is based on the 1990 census count of dwelling units; to be counted in the census someone had to be living in the unit. All of the years are not required if 1990 is available; **and**
- The use could have been permitted use under the pre-1986 zoning of the property. This not only refers to the type of use, but also the construction.

Additional information will be required to help establish the number of units for mobile home and/or recreational vehicles (RVs) in parks:

- The number of units in the mobile home surveys taken in the late 1980s and early 1990s may be used as an indication, but it should be recognized that the number on site, at any one point in time, may have varied from the actual number.
- The number of RVs included on the Health Department Licenses as provided for in F.S., Chapter 513 for the year 1996 are the maximum number of RVs that may be on the site. Both mobile homes and RVs require a residential ROGO and prior to adoption of the 2010 Comprehensive Plan could be interchanged. Policy 101.2.6 prohibits new transient residential units, including RV spaces, until December 2006. In a district that allows mobile homes and RV spaces (URM), a mobile home may be permitted without a ROGO allocation is a RV space is removed.
- Demolition permits if mobile homes have been removed.
- Occupational Licenses if available for the years 1990 through 1996.

Note: Living in an abandoned shed does not make it a residential unit and an old mobile home used for storage does not become floor area. If the use could/would not have been permitted, it may not be used as an exemption from ROGO.

Note: There will be cases where the applicant and staff are unable to provide all the information required to determine if the structure is lawfully-established and in use in 1990. Other information and “proof” of use may be provided to the Planning Director for consideration.